

Expectations of Volunteers-TRM

We look forward to working with you and appreciate your time and talents greatly. In an effort to make your service here as positive and trouble-free, we believe it is best for you to know what we expect of volunteers working in this Christian Ministry. Our expectations are as follows:

1. Sign in and out at the facility you are assigned to. We are grateful for all the support given by our volunteers, and we want to track the hours of service given. Please help us with this by signing in and out and listing the information requested.

2. Be dependable. By this we mean that we expect volunteers to be faithful in fulfilling their commitments. If something comes up and you cannot make it, please call the Volunteer Coordinator or your Supervisor for the area you are assigned. You may also use our Volunteer web-based program on our website to stay in communication.

3. Contribute to the overall purpose and direction of TRM. We are here to help the needy and homeless by providing physical necessities like (food, clothing and shelter) and by proclaiming the forgiveness of Jesus Christ. We expect volunteers to work with us to achieve this.

4. Model Good Character. We expect our volunteers to model good character by demonstrating positive attitudes, words and actions. Some good character qualities to focus on are enthusiasm, flexibility, gentleness, hospitality, joyfulness and sensitivity. We want you to have fun and enjoy the time you spend here. If you'd like to make a change in your schedule or your volunteer activity, please communicate with the Volunteer Coordinator.

5. Be Wise. We want our volunteers to feel free to get to know the people here and hope they will take the opportunity to strike up conversations with the guest. But, we also want to inform our volunteers that there may be some people here who might take advantage of your kindness. Even though our guests may not abide by these rules, as a volunteer you are considered staff and are expected to follow these guidelines:

- Men and women must dress conservatively:
 - Nothing low cut, tight or see-through.
 - No tank-tops, spaghetti straps or halter tops.
 - No short shorts.
 - Shirt must meet pants or skirt.
 - Kitchen, meal servers and Distribution Center must not wear sandals or open-toed shoes
- Do not give rides or money to anyone!
- Do not leave your belongings unattended.
- Do not make any decisions for the guests. Refer guests to the staff for questions outside your specific area of service
- Dating the guests at the Topeka Rescue Mission is not allowed. Get clearance from the staff before inviting a guest to your home or any outside activities.
- Report any inappropriate behavior or anything that makes you uncomfortable to your supervisor or to Volunteer Coordinator.
- Anyone under the age of 18 must be with a parent, guardian or approved group leader at all times.
- Anyone with any potentially infectious or contagious disease must not work with or around food product.
- If you have any questions or concerns about these expectations, please call our Volunteer Coordinator at (785) 354-1744 Ext. 368. Thank you.